

# **IQ Web Registration for Advisors**

The Advisor is responsible for:

- a) advising the student,
- b) signing the course selection form,
- c) sending a copy of the course selection form to the Records Department, and
- d) authorize the student to register using IQ.Web by following the instructions below.

1. Launch IQ.Web - <http://webreg.cob.edu.bs/iqweb>
2. Log onto **IQ.Web** with your network username and password.
  - a. To verify your username and password, please contact the IT Help Desk by phone (302-4588) or email ([IThelpdesk@cob.edu.bs](mailto:IThelpdesk@cob.edu.bs))
3. Verify that 'COB Faculty' appears at the upper left of your Navigation sub menu. If not, perform step 4 otherwise go to step 5.
4. Click **Change Role** and
  - a. Select "COB Faculty".
5. Click **Authorize Registration** on Academic Information sub menu.
6. Select the appropriate **Year and Term** (2008 Summer) from the drop down list box.
7. Select **Session 01** – this is the session you will register in.
8. Click **Submit**
  - a. A list of your Advisees will display awaiting your authorization.
9. **Check the box** next to the name of your advisee(s) you wish to authorize.

***NOTE: The "Select All Button" should only be used if you have already advised ALL of your advisees.***

10. Click **Submit**
  - a. You will notice a list of the names of all the advisees you authorized for registration for the selected Year, Term and Session.
11. Log off the system
  - a. Click the **Log Off** option on the menu bar at the left of your screen.